

20 October 1977

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer, ODP

STATINTL

FROM : [REDACTED]
Chief, Administrative Staff, ODP

SUBJECT : Admin Staff Weekly Report
17-21 October 1977

1. SPACE

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a. The decision was made not to relocate Training Staff from their present location in [REDACTED] building to Headquarters in order to accommodate all of Division A at [REDACTED] Building. Division A will be split between Headquarters and [REDACTED] Building. The 2B42 area of [REDACTED] will accommodate 16 officers and 1 secretary. A drawing of the area has been completed by HDS and accepted by Chief/A Division. [REDACTED]

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b. Reconfiguration of the DD/P - Support Staff area has been given a Priority I vice Priority II. We can expect drawings by the end of next week.

2. CONSOLIDATED FUND CAMPAIGN

Only about 35% of the CFC cards have been returned to date. All cards should be returned to the Keypersons no later than 27 October 1977. If contributions don't increase it looks like ODP will not meet its goal again this year. [REDACTED]

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3. TRAINING

Analysis of training enrollments show that 44% of ODP participated in some sort of external training during FY 77. Figuring that each person has about 250 working days available each year and that ODP's strength averages [REDACTED]

25X9

[REDACTED]
The average external training enrollment costs \$366.

STATINTL Our total expenditure for external training and related travel was [REDACTED] of ODP's budget. Breaking that down, we spent about 28% of our time and money in "General Professional Development" (evening college courses), 28% on "Professional Development - directly related to the job" (IBM Project Management, etc.), and 44% on "Current Job Requirements" (specific ongoing systems). Within this last category, 18% of our total expenditures were for training in support of new systems incorporating new technology which are being purchased or installed i.e., "time urgent" vice routine training.

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